

## Equal Opportunity, Bullying & Unlawful Harassment Policy

### What is the purpose of this Policy?

West Australian Mechanical Services recognises the right of all people to work in an environment that is harmonious and free from unlawful discrimination or harassment, bullying, and victimisation (collectively known as “Unacceptable Conduct”) at work.

We also recognise the basic right of people who deal with us during the course of our work not to be subjected to Unacceptable Conduct.

We are committed to:

- Treating all people with dignity and respect;
- Providing our staff, customers and visitors with an environment free from any form of Unacceptable Conduct; and
- taking appropriate action against any staff member who breaches this policy.

The purpose of this policy is to encourage a workplace culture based on West Australian Mechanical Services values and to prevent Unacceptable Conduct. This policy also sets out the processes and options available to staff who encounter such behavior.

### How does this policy apply?

This policy applies to the conduct of everyone working at West Australian Mechanical Services (whether or not they are West Australian Mechanical Services staff). This policy applies equally to the treatment of our employees, agents, contractors, customers, clients and visitors.

### Breaching the policy?

West Australian Mechanical Services does not tolerate any form of unlawful discrimination, harassment, bullying or victimisation. Anyone who engages in Unacceptable Conduct in breach of this policy will face disciplinary action which may include a verbal or written warning and in serious cases, or cases of repeated behavior, termination of employment or engagement.

### How to communicate and “Unacceptable Conduct”

If a staff member needs to ask any questions about Unacceptable Conduct they may contact their Direct Reporting Manager, General Manager or Director

It is the management’s commitment to eliminate any “Unacceptable Conduct”



**Darryl Lathwell**  
General Manager  
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